

Request for Quotes

City of Forest Grove

Diversity, Equity, and Inclusion Plan and Training Services



A place where families and businesses thrive.

Issue Date: August 19, 2020

Due Date: September 18, 2020

CITY OF FOREST GROVE
PO Box 326
1924 Council Street
Forest Grove, Oregon 97116
(503) 992-3298

Introduction

The City of Forest Grove is an Oregon municipal corporation with approximately 25,553 residents. This year the City Council made *“Support Diversity, Equity, and Inclusion (DEI) in the Delivery of City Services and Operations”* one of their top priorities with the goal to remove barriers so our residents can enjoy equal access and participation in the City’s services and employment.

The City employs approximately 180 full and part-time staff, and is governed by a City Council comprised of six Councilors and the Mayor. The Council acts as the Local Contract Review Board for the City. Forest Grove is a diverse and inclusive community composed of approximately 70% Caucasian, 24% Latino, and 4% Asian, including Indian, Chinese, Filipino, Japanese, Korean, and Vietnamese.

The City is incorporating DEI into the delivery of city services. The City has established an internal DEI Advisory Team. In its FY 2020-2021 budget, the City of Forest Grove has budgeted funds for development of a DEI Plan and training.

Scope of Services

The City is looking for a qualified consultant to provide DEI training and to assist the City in developing a DEI Plan.

First, the City desires the consultant to provide DEI training for the DEI Advisory Team (11 members), Department Directors (9), and the City Council (7). The training for the Advisory Team and Directors can be between 2-3 days. The training for the Council should not exceed one half (½) day. The focus will be on establishing a common language and framework for DEI discussions and analysis to assist the City in establishing an equity definition and equity plan.

Next, the City desires the consultant to assist the City in developing a DEI Plan that includes: 1) an inventory of what the City has done; 2) establishing a definition for DEI that can be shared by employees, the City Council, and community alike, which may also include an equity statement; 3) defining DEI values that can be incorporated into how the City operates; 4) an assessment of hiring practices incorporating DEI values; and 5) how to incorporate DEI into the day-to-day delivery of City services and operations. The City desires the consultant to engage in a public process with key stakeholders and the public to advise the definition and the plan. Key stakeholders who have DEI as part of their purpose include, but are not limited to, the City’s DEI internal team, the City’s Sustainability Commission (SC) which is a citizen advisory commission to the City Council, and Community Policing Advisory Commission (CPAC) which is new advisory commission to the City Council currently being formed by the City.

In order to accomplish this project, the City envisions a process that would include the following steps:

- An introductory meeting with the City Council to discuss the project and get initial Council input.
- Provide the training as described above.
- Facilitate a joint meeting with the two commissions listed above to gather information to develop a DEI Plan.
- Facilitate a meeting with the City’s internal equity team to get input on developing a DEI Plan.

- Develop a draft equity statement and get broad-based public input through social media, website, and virtual listening sessions/open houses depending on the environment with COVID-19 at the time that public input is requested.
- Use the statement developed after the input process to develop a proposed DEI Plan to go through the City's approval process which will include separate review with the two commissions, the City's internal DEI team, the department directors, and, ultimately, the City Council for a meeting to present the draft Plan and a subsequent meeting for approval of the Plan.

These potential steps are listed to help the proposer understand key stakeholders and City process and the desire for public input. The City is open to any process proposed, however, City Council must be included at the beginning of the process for this project to be successful.

Outcome

The City desires the consultant to complete the DEI training and DEI Plan. The City also expects the consultant to help the DEI Team, Department Directors, and City Council develop the competency and commitment needed to build equitable and culturally inclusive practices, policies, and protocols across the organization and for the residents we serve.

Desired Qualifications

Desired qualifications are:

- Possess a working understanding of DEI principles and practices.
- Experience in DEI plan development and training with municipalities of similar size.

Information for Quotes

Quotes submitted should be limited to as few pages as necessary to provide the following information:

- Services to be provided and how you propose to provide the services.
- Staff who will provide the services including qualifications of staff proposed. Include any experience performing these services for other municipalities of similar size.
- Timeline to provide services. City is looking for services to commence as soon as possible.
- How you propose to provide the services in the current COVID-19 environment.
- Proposed cost of services with a breakdown of costs for plan development and costs for training.

Quotes can be submitted by email to Elizabeth Stover, at estover@forestgrove-or.gov or mailed or delivered to Elizabeth Stover at the address on the title page. Email submittal is preferred. Quotes are due by September 18, 2020, at 4:00 p.m. For any questions about this project, call Elizabeth at 503-992-3298 or email at estover@forestgrove-or.gov.

Review Process

The City intends to award the project to the consultant the City believes can best deliver the requested services. Cost of the services may be a determining factor in the selection of the consultant. The quotes will be reviewed by the DEI RFQ Selection Committee composed of City staff, including representatives from the DEI Advisory Team. Interviews will be conducted with the selected finalists. The City Manager, in consultation

with the DEI RFQ Selection Committee, and in accordance with City policy, approves the final selection of the consultant.

Any costs incurred to prepare the quote response or attend the interview, whether in-person or electronically, are the responsibility of the proposer.

Even though the RFQ states interviews with the finalists will be conducted, the City does reserve the right to award the project without interviews. City also reserves the right to reject any and all quotes if in the best interest of the City.